

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Admissions Office

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Appeal for Admission Decision - [Your Name]

I hope this letter finds you well. I am writing to formally appeal the admissions decision regarding my application to [School Name] for the [Academic Year/Program Name]. I appreciate the time and effort the committee invests in evaluating each application, and I acknowledge the high caliber of students accepted this year.

[Briefly explain the reason for your appeal, such as new information, personal circumstances, or additional achievements that were not included in your original application.]

I firmly believe that my [specific strengths, experiences, or contributions] make me a suitable candidate for [School Name], and I would be grateful for another opportunity to demonstrate my passion for [specific field or program].

Thank you for considering my appeal. I genuinely appreciate your time and understanding, and I look forward to the possibility of becoming part of the [School Name] community.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Application ID (if applicable)]